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November 16, 1979

TO: Directors of Personnel

FROM: *R. Figueroa*
Rosemary Figueroa
Staff Director, IAG

SUBJECT: Interagency Advisory Group Committee Activity - FY-79
Accomplishments and FY-80 Objectives

Attached for your information is a report of the activity of the IAG program Committees, with a summary of their progress and results in meeting established objectives in fiscal year 1979, and the directions in which the Committees expect to be moving in fiscal year 1980. During FY-80 quarterly status reports on Committee activity will also be sent to you.

Significant highlights during FY-79 include:

- Establishment of a new IAG Committee on Performance Appraisal.
- Establishment of a new IAG Committee on Merit Pay.
- Reorganization of the former Committee on Equal Employment Opportunity under the new title of IAG Committee on Affirmative Employment Programs with four subcommittees--Federal Women's Program Subcommittee, Hispanic Employment Program Subcommittee, Upward Mobility Subcommittee, and Selective Placement Program Subcommittee under its operation.
- The structure of the IAG Committee on Executive Personnel was reorganized and membership on this Committee was opened to all Personnel Directors of the IAG.
- Change in title of the former Adverse Actions Committee to IAG Committee on Employee Relations.

During FY-79 the agendas of most of the IAG program Committees focused on implementation of various Civil Service Reform Act (CSRA) provisions, such as the Merit Pay System, performance appraisal, Senior Executive Service, employee discipline, adverse actions, impact on personnel action processing and record-keeping, impact on labor-management relations and impact on staffing-related provisions.

The IAG Committees will continue in FY-80 to concentrate in their program areas on CSRA implementation.

IAG COMMITTEE ON AFFIRMATIVE EMPLOYMENT PROGRAMS

Accomplishments in FY 1979

During FY-79 the former Committee on Equal Employment Opportunity resumed its meetings and operation under the reorganized IAG Committee on Affirmative Employment Programs to serve as a means of communication between the Office of Personnel Management and other agencies and as a conduit through which agencies can share concerns, problems, and new program ideas and activities. It also serves to: 1) identify EEO and affirmative action program needs on a Federal Government-wide basis and 2) help shape the direction of EEO policy and programs under the OPM.

The following Subcommittees operate under the Committee on Affirmative Employment Programs:

-- The Federal Women's Program Subcommittee

- o Serves to provide a communication link between FWP Managers and Coordinators in other agencies. It provides its members with a forum for discussing common issues.

-- The Hispanic Employment Program Subcommittee

- o Provides a forum for HEP Managers to discuss mutual problems and to develop joint actions in solving them. The Subcommittee's primary role is to meet its membership's informational, training and program needs. Another role of the HEP Subcommittee is to promote an increased awareness on the part of Federal managers on the program's purposes and to work with Federal agencies on employment related issues, especially those affecting Hispanics.

-- The Upward Mobility Subcommittee

- o Serves to provide a communication link between Upward Mobility coordinators, EEO specialist, and personnel specialist. The primary role of the Subcommittee includes: 1) the provision of assistance to OPM in the development of guidance and technical advice on the Upward Mobility Program; 2) the study of existing and proposed personnel policies, regulations, and practices as they impact on Upward Mobility efforts to identify and make recommendations and action proposals that will achieve needed change or program objectives; and 3) serving as a mechanism through which Upward Mobility efforts will be systematically monitored and evaluated, establishing workgroups when necessary.

-- The Selective Placement Program Subcommittee

- o Provides insight on Federal and other employment of handicapped individuals and will review, in cooperation with the Equal Employment Opportunity Commission, the adequacy of hiring, placement, and advancement practices with respect to handicapped individuals in the Federal service. The Subcommittee also will address issues concerning equitable, suitable, and functional work environments for the handicapped in the Federal sector.

The full Affirmative Employment Programs Committee met in April, June, August, and September of 1979.

The following topics or issues were discussed:

- The Federal Equal Opportunity Recruitment Program
- Supporting Historically Black Colleges
- Schedule A Appointments for Severely Handicapped Employees
- Veterans Readjustment Appointments
- The Managerial Development Program
- Consideration of Non-Status Applicants
- EEO Offices Impact on Minority Program Activities
- The Pay Reform Act
- The Presidential Management Exchange Program
- The Performance Appraisal System

Goals and Objectives for FY 1980

The objective for the upcoming fiscal year of the Committee is to assist agencies on Government-wide problems and issues of common interest, in addition to bringing expertise and experience from all agencies under one umbrella to share information.

IAG COMMITTEE ON DEVELOPMENT AND TRAINING

Accomplishments in FY 1979

-- General FY-79 accomplishments

The IAG Committee on Development and Training (CODAT) met on a regular basis, every other month during FY 1979. The majority of the agenda time was spent on Executive Development issues which reflected the overall interest and concern in this area by the Committee. EPMD was represented at most meetings. The FY 1980 agendas will continue to have a "CSRA Implementation" flavor, as this issue is still a vital concern.

The IAG CODAT Steering Committee, chaired by Mr. Richard Stearns, devoted a great deal of time planning a 'Training Directors' Conference, which was scheduled for November 1979, but has been postponed until December 9-11, 1979.

Following are the individual FY-79 accomplishments of the Standing Committees of the IAG CODAT Committee:

-- Standing Committee on Training Policy

1. Reviewed OMB Circular No. A-76 in relation to the provisions of GETA.
2. Discussed GSA Procurement Schedule, in relation to re-instituting the Federal Supply Schedule covering training courses.
3. Reviewed numerous regulatory provisions, in conjunction with OPM.

-- Standing Committee on Common Problems

No major accomplishments during FY 1979.

-- Standing Committee on Research

1. Presented a showcase on the use of satellite communications for the transmission of training programs, at National Bureau of Standards.
2. Sponsored publication and distribution of a monograph - What the Training Manager Should Know Now about Computer-Based Instruction.

-- Standing Committee on Clearinghouse

1. Conducted a major conference "The Changing Scene" which allowed over 200 Federal Trainers to share information and ideas.
2. Gathered reports on the activities and workshops at "The Changing Scene" to provide a pool of ideas and information for future workshops and conferences.
3. Met with leaders of OPM and the National University Extension Association to provide input in the initial planning stages of a National Conference which would allow an exchange of ideas between Federal Training offices and extension program divisions of colleges and universities.
4. Maintained contact with ASTD and TOC to provide ideas for program activities and other services.

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Goals and Objectives for FY 1980

Below are the tentative FY-80 objectives planned for the Standing Committees of CODAT:

-- Standing Committee on Training Policy

1. A compilation of Comptroller General's decisions that relate to training.
2. A review of the GS-235 standards in light of changes required as a result of CSRA.
3. Resolution of the conflict between the elimination of requirement for 80 hours of supervisory training in FPM 335 and the present guidance given for supervisory training in FPM 410.

-- Standing Committee on Common Problems

1. Review of executive and management development programs, e.g., Congressional Fellows, Education for Public Management, Presidential Interchange Program, for content, purpose and relationship to changes brought about by CSRA.
2. Review and analysis of training requirements for Agency Personnel Staffing Specialists who have been given the responsibility for developing and maintaining employment registers. (Establishment of registers was previously accomplished at OPM.)
3. Remain alert to concerns and issues arising from the CSRA, and act upon common needs as appropriate.

-- Standing Committee on Research

1. Sponsor showcases on timely issues.
 - A. Performance Appraisal
 - B. Emerging Technologies
2. A survey of R&D activities that are being conducted throughout Government.
3. A conference to explore how various personnel functions can interact on overlapping issues for the purpose of increasing productivity.
4. The establishment of a relationship with Executive Personnel and Management Development (OPM) to develop a profile of training needs for "pre-SES Candidates".
5. A survey of "training costs" data.

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-- Standing Committee on Clearinghouse

1. Conduct "The Changing Scene" Conference during the third quarter of FY 1980 to facilitate sharing information.
2. Publish a detailed report of the proceedings of "The Changing Scene" Conference.
3. Based on feedback from "The Changing Scene" provide themes on subjects, and resource suggestions to the Office of Personnel Management, Training Officer's Conference, American Society for Training and Development, or other organizations for needed workshops or programs.
4. Plan and oversee research into the various Comptroller General decisions which have an impact on Human Resources Development in the Federal service. Develop a publication to disseminate the information.
5. Maintain relationships with professional organizations and provide liaison between the Federal training community and ASTD, TOC, IPMA, NSPA, ASPA, etc.

IAG COMMITTEE ON EMPLOYEE RELATIONS

Accomplishments in FY 1979

The chairperson reports that this has been a hardworking and productive year for the Employee Relations Committee (formerly Adverse Actions Committee). The primary goal for the year -- implementation of the CSRA provision affecting employee discipline, adverse actions, appeals, and grievances - has been met most successfully.

At the beginning of the fiscal year, Committee members provided support for the Program Development Conference at Ocean City, Maryland, and after passage of the CSRA, assistance to OPM in drafting regulatory material. Later, Committee meetings provided a sounding board for OPM's proposed Parts 432, 752, and 771. Staff of the MSPB and EEOC answered members' queries on appellate and EEO complaint procedures and the relationship between the two. A representative of OPM's Agency Relations Group discussed the records connected with performance appraisal and actions based on continued unacceptable performance.

Members have been extremely helpful, the chairperson reports, in bringing to OPM's attention cases within their agencies which seem to warrant OPM action either before or after an initial decision by MSPB. In turn, Employee Relations staff have provided regular informal reports on MSPB appellate decisions -- numbers, percentages sustained, and trends emerging as a result of the decisions.

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Goals and Objectives for FY 1980

The Committee's goal for FY-80 is the continuing implementation of the CSRA proposals so as not to lose the thrust generated by initial enthusiasm. Again, the objectives to accomplish the goal are: regular meetings, with extra meetings as needed, continued Committee participation in development of regulatory and instructional material, and interchange of information on policy and legislative topics, including communication on appellate cases.

IAG COMMITTEE ON EXECUTIVE PERSONNELAccomplishments in FY 1979

During FY 1979 the meetings of the IAG Committee on Executive Personnel were concerned with the implementation of the Senior Executive Service (SES). Because of the general interest in this topic, invitations to attend the meetings were broadened and eventually membership on the Committee was enlarged. A meeting in January, held with the cooperation of Philip A. D. Schneider, Chairman of the IAG Committee on Federal Personnel Management Information Systems, was of considerable benefit in working out the Executive Personnel and Management Development Information System and agency reporting requirements. A small, inter-agency Work Group resulted from this meeting. The Subcommittee on Executive and Management Development was a primary vehicle for consultation with agencies on these topics. A Committee meeting in April led to further exchanges with agencies on delegations of authorities, transition to SES, and reporting requirements. A September meeting concentrated on development of SES policies regarding staffing, mobility, performance appraisal, Executive Resources Boards, and executive and managerial development.

Goals and Objectives for FY 1980

This Committee will continue to concentrate on the Senior Executive Service. Areas that will be of particular concern during FY-80 include Executive Resources Boards, Performance Review Boards, performance appraisal, performance pay, awarding of Meritorious and Distinguished ranks, and executive and managerial development. Some work will be done through special Work Groups, particularly regarding information reporting and development of executives and managers. The Chairperson hopes that the Committee will facilitate a partnership between OPM and the agencies that will result in the strongest possible SES.

IAG COMMITTEE ON
FEDERAL PERSONNEL MANAGEMENT INFORMATION SYSTEMS

Accomplishments in FY 1979

The Committee met in plenary session twice during FY-79: January 24, 1979 and August 2, 1979. Topics at these meetings included: revision of Privacy Act regulations and systems notices; revision of FPM Supplement 296-31, "Processing Personnel Actions," under the Federal Personnel Management Information System (FPMIS) Project; major impacts of the Civil Service Reform Act (CSRA) on personnel action processing and recordkeeping; privacy and security of handicap data; use of CPDF to delete the SF-113F report on veterans; monthly reports under the Part-time Employment Act; redesign of the Central Personnel Data File (CPDF); and the pilot test of new race and ethnicity indicators by self-identification.

Highlights of Committee activities during FY-79 included:

- Completed major revisions to Privacy Act Regulations (5 CFR 293, 5 CFR 297) and Systems Notices from CSC to OPM.
- Completed revision of FPM Supplement 296-31, including a 90-day review of the draft by all Federal agencies.
- Completed major revisions to personnel action, tenure and position occupied codes to reflect CSRA features of grade and pay retention, discipline, probationary period, 30% disability, senior executive service, and merit pay.
- Completed data collection, editing and file establishment for revised minority group designators for Hispanic and non-Hispanic employees in Puerto Rico.
- Developed six new pay plans to identify more precisely appointments of experts, consultants and advisory committee members.
- Published stringent privacy and security procedures to govern agency maintenance of employee handicap data.
- Completed FPM Chapter 298 on Federal Work Force Information Systems.
- Completed data gathering under closely controlled conditions of race and ethnicity data by self-identification from a stratified random sample of more than 90,000 Federal employees.

- Utilizing data obtained from Committee work groups, completed cost/benefit analyses of potential FPMIS data elements, resulting in the screening out of a substantial portion of these requirements.
- With agency work groups, completed analysis of CPDF re-design requirements including: current agency CPDF file quality status, concept and implications of the FPMIS "history file" approach, potential FPMIS data element additions, edits and error processing, and data submission procedures and formats.

For the full Committee, FY 80 will include intensive cooperative effort with agencies for continued improvement in CPDF file quality, issuance of procedures for government-wide race/ethnic data re-collection, completion of functional specifications for the re-design of CPDF, and completion of data submission procedures for additional FPMIS data elements.

A great deal of work took place in FY-79 through the activities of the Subcommittees. This is described in the accomplishments detailed below. Objectives for each Subcommittee for FY-80 are also listed.

Subcommittee on Personnel Processing

Accomplishments FY-79

Agency comments were obtained and considered concerning a number of Work Force Records Management projects. These included: the possible establishment of an Employee Performance Folder; revised OPM regulations and system notices required by the Privacy Act; a proposed form to be used in accounting for the disclosure of records; and a proposal to modify the way in which documents are filed in the Official Personnel Folder. Agency participation made a significant contribution to the progress made during the year.

Objectives FY-80

1. Prepare a new FPM Chapter and Supplement (297) which will provide detailed information concerning personnel recordkeeping under the Privacy Act.
2. Complete a continuing project to improve the flow of documents and OPF's between agencies and the National Personnel Records Center.
3. Develop a revised FPM Chapter and Supplement (293) covering the maintenance of personnel records and files.
4. Complete a study of the use of microforms for the storage and processing of records needed to document personnel actions. Areas to be considered will include standards, cost, and impacts on personnel action processing and agency recordkeeping policies.

Subcommittee on Personnel Data Standardization

Accomplishments FY-79

1. Submitted proposed Federal personnel program standards for Nature of Action, Nature of Action Legal Authority, and Standard Coded Remarks for formal review and clearance with the draft revision of FPM Supplement 296-31.
2. Submitted proposed Federal Program Standard for Organization Designation for review and comment to the full IAG and OPM Regional Offices and Groups.
3. Completed standardization efforts for revision of the CPDF data element Position Supervisory/Managerial for inclusion in the FPM issuances establishing the personnel processing and data submission requirements for the Merit Pay provisions of the CSRA.
4. Published installment to FPM Supplement 292-1 reflecting changes in several CPDF data elements and representations including: geographical location, medical disabilities, occupational series, and personnel action code.

Objectives FY-80

1. Complete development and IAG coordination of standards for those FPMIS data elements most critically needed to support CSRA and other personnel program management needs.
2. Publish an additional installment to FPM Supplement 292-1 to include standards for the new data elements and to update and improve terminology, procedural material, and organizational structure of the Supplement.

Subcommittee on Work Force Statistics

Accomplishments FY-79

1. Completed pilot test in five agencies of a personnel ceiling control system based on full-time-equivalent work years rather than "body counts," and developed procedures for extending the new ceiling control system on a government-wide basis.
2. Completed 1978 study of retired uniformed services personnel employed in the Federal Service.
3. Developed a comprehensive edit package for the current revised version of the SF 113A, "Monthly Report of Federal Civilian Employment."

Objectives FY-80

1. Evaluate results of the FY-79 work year ceiling control test and prepare (jointly with OMB) report to the President.
2. Finalize and issue instructions with maximum feasible agency lead time for probable government-wide implementation of the work year ceiling control system.
3. Complete analysis of race/ethnic data pilot test and issue instructions for government-wide implementation.
4. Share agency and OPM experiences in the use of CPDF data for the Federal Equal Opportunity Recruitment Program.

Subcommittee on Quality Assurance

Accomplishments FY-79

1. Completed an accuracy survey comparing the contents of CPDF with the Official Personnel Folder for a statistically controlled sample of employees.
2. Completed specifications and procedures for comprehensive quality control procedures for CPDF.

Objectives FY-80

1. Complete quality control specifications for FPMIS.
2. Develop additional quality control feedback reports for agencies.
3. Develop automated agency error correction procedures.

IAG COMMITTEE ON JOB EVALUATIONAccomplishments in FY 1979

The Committee's primary objectives set for FY-79 related to activities resulting from the First Annual Agency Chiefs of Classification Workshop held in Williamsburg, Virginia, in October 1978. This Workshop, arranged through the IAG Committee, was attended by nearly 80 representatives from agencies and the OPM. The final Workshop report, issued during the year, was widely distributed to agency and OPM top managers and personnel officials. Based on numerous comments received, the report has served well in bringing new attention to classification issues and problems in the Federal community.

The Committee had hoped to use the IAG mechanism throughout the year to carry out a number of the recommendations developed at the Williamsburg Workshop. While some progress in this regard was accomplished, the many activities of the agencies and OPM in implementing the CSRA diminished the attention which could be given to the Williamsburg recommendations. The goal at the Second Annual Chiefs of Classification Workshop to be held in October 1979 is to bring concentrated attention to the implementation of those recommendations considered to be of highest priority.

At meetings of the IAG Committee on Job Evaluation during FY-79, information was provided and discussion held on matters such as the following:

- the length of time provided to agencies for commenting on draft classification standards.
- the report issued by the National Academy of Sciences on "Job Evaluation: An Analytic Review".
- the requirements of FPM Bulletin 273-17 regarding 1) the implementation of new standards and 2) maintenance reviews.
- CSRA provisions relating to performance appraisal, merit pay, grade and pay retention, and job evaluation.
- the release of new FES standards for secretary and other clerical series.
- status of current occupational standards studies.

Goals and Objectives for FY 1980

As indicated above, the Second Annual Chiefs of Classification Workshop will be held early in the fiscal year. The Workshop itself, as well as other activities of the IAG Committee during the year, will focus on actions recommended in the report of the Williamsburg Workshop and needed to bring improvements to classification programs throughout the Federal Government. The Committee's quarterly status reports during FY-80 will attempt to highlight specific objectives, of this nature, to which the Committee activities will be directed.

IAG COMMITTEE ON LABOR-MANAGEMENT RELATIONS

Accomplishments in FY 1979

The chairman reports that one of the impacts of the Civil Service Reform Act in labor-management relations has been to increase markedly the need for improved communication and coordination within the labor relations community. Two manifestations of this are:

1. During FY 1979, IAG Committee meetings have been, and continue to be, held twice a month, rather than once each month.
2. A coordinating committee, a subcommittee of the IAG Labor-Management Relations Committee, has met on an ad hoc basis to discuss important issues. These are usually cases before a third party. The Committee functions as a sounding board and advisor to the agency with the case. Where the Committee meets on significant policy issues, it serves as the basis for development of a Government-wide position.

Goals and Objectives for FY 1980

In FY 1980, these activities will be continued and heightened.

IAG COMMITTEE ON MERIT PAY

Accomplishments in FY 1979

-- December 1978 Compensation Program Development Conference

The full IAG (Directors of Personnel) was used as the original contact point to invite agencies to participate in this conference. The conference established one-on-one agency-corporation matches with compensation representatives from the private sector to assist agencies in the development of Merit Pay Systems. The IAG Secretariat staff played a major role in the planning and conduct of the conference.

-- Workgroups

Members of the full IAG, The Committee on Performance Appraisal, and the Committee on Pay, Leave, and Hours of Duty were invited to participate in one of 16 workshops which met on January 30-31, 1979, as a follow-up to the agency-corporation matches. The workshops were also used to encourage agency recommendations for initial approaches to the development of individual agency Merit Pay Systems.

-- Establishment of IAG Committee on Merit Pay

Based upon the successful use of the IAG format as a method of distributing materials and communicating and exchanging information, and in anticipation of a continuing need for such a forum between the agencies and OPM, an IAG Committee on Merit Pay was established in April 1979.

-- Meetings

The first meeting of the Committee on Merit Pay was held on April 23, 1979. The purpose of the meeting was to present a status report on the merit pay activities, notify the agencies of proposed events, and hand out copies of the proposed draft regulations.

On May 30-31 and June 1 and 4, 1979, subcommittee (divided by the four Agency Relations groupings) meetings were held to discuss the proposed regulations and receive agency comments.

On August 30, 1979, a combined meeting of the Committees on Merit Pay, Performance Appraisal, and Development and Training was held in the GSA Auditorium. The purpose of the meeting was a presentation by the Department of Justice to share information with other agencies on the Department's proposed performance appraisal plan and merit pay system. Agencies were also notified of the Merit Pay training courses being developed through OPM for personnel who will be developing and implementing their agency's Merit Pay System and for employees who are either covered by merit pay or will be making merit pay decisions.

On September 27, 1979, personnel directors and their staffs were provided a briefing on the final regulations on the Merit Pay System.

Goals and Objectives for FY 1980

IAG meetings will be held as needed. Members will be notified of upcoming meetings through the IAG Secretariat.

The Committee will be used as the means for communication and discussion of future OPM issuances and guidance for merit pay design and implementation. Topics will include areas such as final regulations, a new FPM Chapter on merit pay, design of program evaluation systems, reporting requirements, nature of action codes, and additional pay administration regulations. Ad hoc subcommittees will be convened periodically as needed.

IAG COMMITTEE ON PAY, LEAVE, AND HOURS OF DUTY

Accomplishments in FY 1979

The full Committee met twice early in the fiscal year with OPM staff responsible for the newly legislated Alternative Work Schedules Experimental Program. These meetings were for the purpose of briefing the Committee on the rudiments of the program and encouraging promotion of participation within agencies. Response was strong and the goal set of 250 experiments has been met.

IAG facilities were used to distribute material to the full Committee on several topics.

Goals and Objectives for FY 1980

- Work with member agencies on continued implementation of the Federal Employees' Flexible and Compressed Work Schedules Act of 1978.
- Increased activity with agencies on compensation matters resulting from the Civil Service Reform legislation.

IAG COMMITTEE ON PERFORMANCE APPRAISAL

Accomplishments in FY 1979

The IAG Committee on Performance Appraisal was established shortly after passage of the CSRA for two distinct purposes:

- To feed information to agencies quickly on performance appraisal; and, to obtain information from agencies as to their needs and concerns in implementing the performance appraisal provisions of CSRA.

Specific accomplishments during FY-79 included:

- Development and issuance of FPM regulations on performance appraisal following discussions with IAG Committee members.
- Development of FPM Chapter providing guidance on performance appraisal based on needs and concerns identified by IAG members.
- Identification of issues to be covered in future FPM Bulletins.

Initially the need to give and obtain information was so great that two meetings per month were required. With the issuance of the 430 regulations, the need for information was reduced and the number of meetings per month have been reduced to one.

Goals and Objectives for FY 1980

The major goal for FY-80 is to help agencies put in place performance appraisal systems. With this goal in mind, the Chairperson anticipates using the IAG forum to address the operational needs of the agencies. The specific goals include:

- Furthering the state of the art in performance appraisal by showcasing agency systems which meet both statutory and regulatory requirements.
- Involving program experts from other areas, e.g., merit pay, training, to discuss the connection with performance appraisal.
- Promoting the exchange and interchange of experience, technology and ideas between agencies.
- Encouraging greater agency involvement in determining topics for the IAG meetings by establishing an IAG Steering Group.
- Encouraging the establishment of agency consortia to work on performance appraisal problems and issues of mutual concern.

IAG COMMITTEE ON PERSONNEL MANAGEMENT EVALUATION

Accomplishments in FY 1979

- The OPM delegated 31 personnel authorities to the agencies and distributed the handbook, Delegation Agreement Information for Agencies, through the Assistant Directors for Specific Agencies (ADSA's).
- The OPM developed a training course for evaluators on quantitative methods, with Navy evaluators participating in the pilot course.
- The OPM requested that 25 agencies submit their classification and placement plans and certain statistics to the OPM to assess agency compliance with grade-retention provisions of CSRA.
- The full Committee met several times during FY-79.

Goals and Objectives for FY 1980

- Using the "CSRA Implementation Review Format," the OPM will monitor implementation at agencies and installations.
- Although most "special studies" will be devoted to CSRA implementation, the OPM will introduce the "case study" as a format for in-depth analysis of CSRA implementation in four areas: performance appraisal, merit pay, employee discipline, and the Senior Executive Service. Agencies and the OPM will mutually set objectives.
- The OPM and EEOC will develop an agenda for OPM evaluations of FEORP plans.
- The OPM will do special studies on the wage grade system, agency performance appraisal systems, and decentralization of personnel management authorities.
- The OPM will request agency feedback concerning redelegation of authorities.
- The OPM will revise FPM Supplement (Internal) 273-73.
- The OPM will develop a team leadership course for evaluators.

IAG COMMITTEE ON PERSONNEL RESEARCH

Accomplishments in FY 1979

- OPM policies and regulatory procedures concerned with personnel research were discussed. Presentations were made relating to FPM Chapter 335, Promotion and Internal Placement and FPM Supplement 335-1, Evaluation of Employees for Promotion and Internal Placement.
- The Committee was brought up to date on the recently issued Uniform Guidelines on Employee Selection Procedures. In addition, members were advised of the upcoming publication of guidelines Q's and A's and of the input provided by the Personnel Research Committee for the staff drafting the Q's and A's.
- Four presentations and discussions related to specific aspects of the Uniform Guidelines were led by Committee members. The topics were collection of adverse impact data, technical requirements for content validity, guidelines documentation requirements, and implications of the guidelines for labor-management relations.
- A joint meeting was held with the IAG Staffing Committee, during which an explanation and discussion of the options for changes to the General Schedule qualification system took place.
- A full meeting was devoted to a discussion of the collection of racial, ethnic and sex information on applicants for Federal employment. Issues concerning the security and use of these data were presented, and relevant handouts were distributed.

Goals and Objectives for FY 1980

- Continued emphasis will be placed on the Uniform Guidelines, with special attention paid to issues relating to the collection of racial, ethnic, and sex information.
- As warranted by specific developments, presentations will be made regarding significant research of likely interest to Committee members.
- Interchange of ideas and information between members and OPM will be encouraged, with emphasis on getting members' reactions to plans and issues and increasing agency involvement in committee meetings.

IAG COMMITTEE ON SECURITY AND SUITABILITY

Accomplishments in FY 1979

During FY-79 the Committee on Security and Suitability did not hold formal meetings of the full Committee. However, the Division of Personnel Investigations, OPM, has continued to work in the areas described as their goals for FY-79. They have participated in the OPM training courses on suitability and security. They also published an FPM Letter dealing with guidance in the area of computer security. Also, during the year, the acting director of the Division participated in meetings with other Federal agency personnel and law enforcement representatives as part of SEARCH, Inc. in an attempt to establish a uniform policy for the release of criminal justice information.

Goals and Objectives for FY 1980

For FY-80 the major goals will be an implementation of some form of delegation to the agencies of the suitability rating now performed by the Division of Personnel Investigations and refinement of the computer security program as well as resuming meetings of the Committee.

IAG COMMITTEE ON STAFFING

Accomplishments in FY 1979

The IAG Committee on Staffing reports the following accomplishments for its FY-79 objectives:

- With the advent of additional delegations to agencies, new roles of OPM, agency performance agreements, etc., reactivate and revitalize the four subcommittees as primary sources for consulting and sounding out:
 - (1) Merit Promotion; (2) Selection Procedures and Guidelines; (3) College Relations and Recruitment; and (4) Student Employment and Work-Study Programs.
- o Because of the broad interest in the changes generated by CSRA and the evolving role of OPM in its relationship with the agencies, most of the contacts and consulting was with the full Committee covering such topics as: staffing-related provisions of CSRA and its implementation; conversion of Announcement 424 to SCORE; alternatives to PACE; delegation of authority to make appointments of severely handicapped individuals under Schedule A Authority 213.3102(u); VRA and agency plans of action; placement program for Panama Canal Zone employees; questions and answers on Federal merit promotion policy; delegations of authority; SES; Garcia Amendment; Early-out retirement; and Ford Amendment.

- Communicate and consult with the steering group at least twice annually and with Committee membership, as needed, e.g., mail-outs, ad hoc groups, selected representatives, etc.
 - o Accomplished. In addition, an ad hoc interagency work group was established, comprised of primary members of the Staffing Committee, to assist with the implementation of the staffing provisions of CSRA and with the resolution of other staffing problems.
- Hold at least quarterly meetings of the full Committee including the biannual conference during the last quarter.
 - o Meetings took place during the first, second and fourth quarters. No meeting was held during the third quarter because of adequate communications from all other sources on CSRA and the evolving role of OPM in its relations with the agencies. The biannual conference was deferred because of the continuing communications between OPM and agencies generated by the CSRA.
- Consider and act upon, as appropriate, action items pertaining to or assigned to the Staffing Committee from the Personnel Directors' Conference, Director's meetings with UnderSecretaries, or others.
 - o No action items were assigned or offered to the Staffing Committee.

Goals and Objectives for FY 1980

- With CSRA implementation, delegations of authority and the changing role of OPM in its relations with the agencies all rapidly gaining momentum as the Committee moves into FY-80, assure that Committee membership is constantly kept abreast of current developments in these staffing areas.
- Communicate and consult with Committee membership, as needed, using mail-outs, ad hoc groups, selected representatives, etc.
- Hold at least quarterly meetings.
- Consider and act upon, as appropriate, action items pertaining to or assigned to the Staffing Committee from the Personnel Directors' Conference, Director's meetings with UnderSecretaries, or others.

Discontinuation of IAG Committee on Intergovernmental Personnel Programs

The IAG Committee on Intergovernmental Personnel Programs has not met during either of the past two fiscal years. Although the Chairperson developed IPP committee plans and objectives dealing with the IPA mobility and Presidential Management Intern Programs for fiscal years 1978 and 1979, in pursuing program objectives, both programs have found it expeditious to work directly with Federal agency staff involved in the programs.

The IPA mobility program, which would be the principal user of an IAG committee, has for several years worked directly with mobility program coordinators in more than 60 Federal agencies, both in disseminating program information and in obtaining feedback on program policies and activities. The Office of Intergovernmental Personnel Programs, OPM, plans to meet at least quarterly with groups of these coordinators during the upcoming year.

While the Office of Intergovernmental Personnel Programs does not feel that a continuation of the IAG Committee on Intergovernmental Personnel Programs is desirable at this time, there will be occasions in the future when they will want to bring important issues before the full IAG.

Reorganization of IAG Committee on Retirement, Insurance, and Occupational Health

During FY-80 it is anticipated that this committee will be reorganized with a new name and new structure to reflect the overall reorganization of the OPM program office that had liaison responsibility with the committee and other program changes.